

# Retention and Classification Report

**Agency:** Wasatch County (Utah). County Recorder (1341)

Wasatch County Administration Bldg.  
25 North Main  
Heber City, UT 84032  
654-3211

## Records Officer

19744	Abstract books (Subdivisions)
19743	Abstract books (city/town)
05276	Abstract books (county books)
28411	Index to Mining Claims
28415	Index to Records
27669	Mining abstracts
82834	Mining deeds
83880	Mining notices of location
22199	Mining proof of labor records
07056	Official records
25215	Recorded surveys
26459	Reverse indexes
10031	Utah Department of Transportation road maps

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 19743

3

**TITLE:** Abstract books (city/town)

**DATES:** 1966-

**ARRANGEMENT:** Alphabetical by name of town/city, thereunder numerical by block  
**DESCRIPTION:**

These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(3)(2004)). They contain "every instrument recorded, the date and kind of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2004)).

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

**AUTHORIZED:** 06/10/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 19743

**TITLE:** Abstract books (city/town)

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 5276

3

**TITLE:** Abstract books (county books)

**DATES:** 1880-

**ARRANGEMENT:** Chronological, thereunder alphanumerical by township, range and section

**DESCRIPTION:**

The county recorder creates abstracts that contain the history of property ownership by providing a true chain of title by geographical location. They contain the date and character of instrument, book and page number where instrument was recorded, entry number of instrument, and legal description.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

**AUTHORIZED:** 10/10/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 5276

**TITLE:** Abstract books (county books)

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 19744

3

**TITLE:** Abstract books (Subdivisions)

**DATES:** 1966-

**ARRANGEMENT:** Alphabetical by subdivision

**DESCRIPTION:**

These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(3)(2004)). They contain "every instrument recorded, the date and kind of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2004)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

**AUTHORIZED:** 06/10/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 19744

**TITLE:** Abstract books (Subdivisions)

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 28411

3

**TITLE:** Index to Mining Claims

**DATES:** 1883-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are legal instruments recorded by the county recorder concerning mining. They include the following: Notices of locations, Mining deed records, Mining claims records, Proof of labor records, Mining mortgages, Mining abstract records, Mining transfers and relocations. In some counties mining records are compiled separately, while in others they are part of the "Official records."

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

**AUTHORIZED:** 11/18/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 28415

3

**TITLE:** Index to Records

**DATES:** 1824-

**ARRANGEMENT:** Alphabetical by book letter

**DESCRIPTION:**

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(1)(i)(2011)). The index contains the date of recording, entry number, book and page, kind of instrument, from, to, and parties.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 13.

**AUTHORIZED:** 12/02/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 27669

3

**TITLE:** Mining abstracts

**DATES:** 1871-

**ARRANGEMENT:**

**DESCRIPTION:**

Mining abstracts identify activity on specific mining claims. They outline all recorded documents as they relate to specific claims and identify where those documents were recorded.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

**AUTHORIZED:** 03/17/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

**APPRAISAL:**

Historical Legal

Mining abstracts document the history of specific mining claims and provide reference to documents relating to the claims.

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 27669

**TITLE:** Mining abstracts

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 82834

3

**TITLE:** Mining deeds

**DATES:** 1900-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Mining records, which constitute a legal record, are kept for the purpose of monitoring and registering mining claims and operations. This series contains deeds which provide the name of the claim, grantors, grantees, location, legal description, date transfer, and mining district.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

**AUTHORIZED:** 11/21/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 82834

**TITLE:** Mining deeds

(continued)

**APPRAISAL:**

Historical

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 83880

4

**TITLE:** Mining notices of location

**DATES:** 1897-1962

**ARRANGEMENT:** Chronological by date filed

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are legal instruments recorded by the county recorder concerning mining. They include the following: Notices of locations, Mining deed records, Mining claims records, Proof of labor records, Mining mortgages, Mining abstract records, Mining transfers and relocations. In some counties mining records are compiled separately, while in others they are part of the "Official records."

**RETENTION:**

Retain Permanent..

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01/13/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 83880

**TITLE:** Mining notices of location

(continued)

**APPRAISAL:**

Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

**PRIMARY CLASSIFICATION:**

Public                      UCA 17-21-19 and 63G-2-301(1)(g) (2008)

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 22199

4

**TITLE:** Mining proof of labor records

**DATES:** 1901-1959

**ARRANGEMENT:** Chronological by date filed

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Mining records, which constitute a legal record, are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. Proofs of labor record the work performed at each mine annually with information pertaining to the name of the mining claim, number of days and time period worked on claim, mining district, value of work, and amount and type of materials removed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.



**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 22199

**TITLE:** Mining proof of labor records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 7056

4

**TITLE:** Official records

**DATES:** i 1862-

**ARRANGEMENT:** Numerical by book number, thereunder chronological by date of entry

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1971 records were registered together as well as in separate volumes. Contained in the Official Record are: Abstractor bonds, bills of sale, medical certification records, United States Military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases, and liens. This series also includes certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 7056

**TITLE:** Official records

(continued)

**APPRAISAL:**

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 25215

3

**TITLE:** Recorded surveys

**DATES:** 1987-

**ARRANGEMENT:** Numerical by survey number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are surveys by professional land surveyors (private, county, state) made within the county that establish or reestablish any private property, right-of-ways and subdivision plats are also to be included as survey plats when there is a surveyor's certificate involved, and boundary monument. The surveyor is required to file a map of the survey within ninety days. The survey maps are required to show the following information: survey location by quarter section, township and range; the survey date; the drawing scale and north point; "the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monuments found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's signature, seal or stamp; and the surveyor's name and address." The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17(2) (1995)). The map and narrative are required to be created on a "material of a permanent nature on stable base reproducible materials in the sizes required by the county surveyor (UCA 17-23-17(4) (1995)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 9.

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 25215

**TITLE:** Recorded surveys

(continued)

**AUTHORIZED:** 11/19/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and then microfilm provided original is returned to the surveyor.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Optical disks: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 26459

3

**TITLE:** Reverse indexes

**DATES:** 1864-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are alphabetical indexes where "all deeds and final judgments or decrees partitioning or affecting title as to possession of real property." The grantors' index contains the "entry number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of recording, kind of instrument, the book and page and entry number in which it is recorded, and a brief description" (UCA 17-21-6(1)(b) (2003)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(1)(c) (2003)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 10.

**AUTHORIZED:** 02/05/2007

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 26459

**TITLE:** Reverse indexes

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)

**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 10031

3

**TITLE:** Utah Department of Transportation road maps

**DATES:** ca. 1985-1991

**ARRANGEMENT:** Numerical by township, section, and range

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder (UCA 10-9-804(3) (1995)). All subdivisions must be approved by the "the legislative authority of the city or town in which such land may be situated, or in the absence of such legislative authority by the legislative authority of the county in which the town is situated," before the subdivision map is recorded by the county recorder (UCA 17-21-8 (1995)).

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 24.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed or until administrative need ends and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office until superseded and then



**AGENCY:** Wasatch County (Utah). County Recorder

**SERIES:** 10031

**TITLE:** Utah Department of Transportation road maps

(continued)

destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public